

CHAPTER 11
RETIRED IOWANS COMMUNITY EMPLOYMENT PROGRAM (RICEP)

[Prior to 5/20/87, see Aging, Commission on the[20] rule 8.71]

321—11.1(231) Retired Iowans community employment program.

11.1(1) *Scope and purpose.* These rules are intended to implement Iowa Code section 231.52. The purpose of the retired Iowans community employment program (RICEP) is to assist eligible Iowans in preparing for and finding suitable employment.

11.1(2) *Description.* The department shall allot RICEP funds annually, to the extent that funds are available, according to established procedures, to AAAs or other program operators throughout the state to employ older worker specialists. The older worker specialist shall provide individualized job search assistance, conduct job development and perform advocacy functions for Iowa's eligible individuals.

11.1(3) *Program requirements.* Each retired Iowans community employment program operator shall adhere to the following criteria:

- a. Of the total number of individuals served by the program:
 - (1) A minimum of 95 percent shall be 55 years of age or older;
 - (2) Five percent may be between 45 and 55 years of age; and
 - (3) A minimum of 85 percent shall be unemployed at the time of the application.
- b. Program operators shall:
 - (1) Consider participants of subsidized employment programs as unemployed workers;
 - (2) Accept eligibility information provided by participants; and
 - (3) Meet performance standards negotiated annually with the department considering the number of persons aged 55 and older in the area served by the program operators, the unemployment rate of individuals aged 55 and over in the area, the characteristics of the individuals being served and circumstances affecting performance such as funding and staff changes.
- c. The older worker specialist shall work a minimum of one half of the older worker specialist's working time in an office of the job service division of the department of employment services within each planning and service area unless it can be demonstrated in the multiyear area plan that an alternative arrangement will provide more effective service. A schedule of the older worker specialist's normal office hours shall be established and be made available to the public when requested or as part of the normal delivery system.
- d. Written agreements shall be established between the program operator and the job service division of the department of employment services defining coordination, office arrangements and accessibility to older worker applications and job orders.

11.1(4) *Eligibility for service.* To be eligible for participation in the RICEP program, a person shall be:

- a. Aged 45 or older;
- b. A current resident of the state of Iowa; and
- c. Unemployed or underemployed at the time of application.

11.1(5) *Program operator requirements.*

a. Application for RICEP funds shall be made annually by the AAAs as part of the multiyear area plan submitted to the department for approval and shall conform to the same time requirements, or by other entities according to procedures established by the department.

b. Upon approval by the Iowa department of elder affairs, an award of funds will be made to program operators in the state each fiscal year subject to funding by the general assembly of Iowa.

c. An application for RICEP funding by a program operator may be denied if the operator does not perform according to guidelines of these rules or fails to meet the goals of the multiyear area plan approved by the department.

d. An appeal to a decision made pursuant to these rules may be made according to the procedures in rule 321—2.7(231).

11.1(6) *Monitoring and record keeping.*

a. Performance, program and fiscal reports shall be submitted to the department according to instructions provided each fiscal year in the fiscal and performance reporting manual.

b. The program operator shall also maintain program, performance and fiscal records as required in OMB Circular A-110, July 20, 1976, or applicable state accounting procedures.

c. All records are subject to inspection by the department or an officially designated representative, and other federal or state officials as necessary.

d. Each RICEP worker shall be evaluated at least annually by the RICEP operator to ensure that the goals of the program are being met.

e. The program operator shall provide a monthly report to the department on the progress toward the operator's stated goals as defined in the multiyear area plan.

f. RICEP programs shall be assessed on site at least annually by the department. The annual assessment reports and the required corrective actions to be taken by the program operator will be provided to the RICEP program operators and kept on file at the department for a period of at least three years.

This rule is intended to implement Iowa Code chapter 231.

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◇ Two ARCs

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